

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY, CALIFORNIA
AND RECORD OF ACTION**

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May 13, 2003

FROM: **MARK H. UFFER**, Director
 Arrowhead Regional Medical Center

SUBJECT: AMERICA'S BEST DELIVERY SYSTEM – PURCHASE ORDER

RECOMMENDATION: Authorize the Purchasing Agent to issue a Purchase Order to America's Best Delivery System, in an amount not-to-exceed \$7,500 for delivery services for Fiscal Year 2002/03.

BACKGROUND INFORMATION: This agenda item recommends approval for the Purchasing Department to issue a Purchase Order to America's Best Delivery for an amount not-to-exceed \$7,500, for the provision of transportation of laboratory specimens.

Per Policy 11-05, Board of Supervisors approval is needed for services in excess of \$25,000 per scope of service per vendor per department each fiscal year.

The Medical Center's Clinical Laboratory Department serves as a reference center for several medical clinics servicing the local community. Laboratory specimens are drawn at these local clinics and brought to the Medical Center for processing. Occasionally, the Medical Center has to forward these specimens to outside reference laboratories for specialized testing.

For the past two and a half years, the Medical Center has utilized the services of America's Best Delivery System for transportation of laboratory specimens from the local community, and the delivery of specimens to outside reference laboratories. America's Best Delivery System currently provides pick up and delivery service twice daily on a preset schedule. On occasion, America's Best Delivery System provides back up delivery of urgent pharmaceuticals to local hospitals.

The Medical Center chose America's Best Delivery through a competitive bid process. Currently, the Medical Center is developing a RFP to present to the Board of Supervisors to solicit bids from new vendors for the provision of transportation services beginning the first quarter of Fiscal Year 2003/04.

The Medical Center has expended approximately \$20,000 with America's Best Delivery year-to-date. Board of Supervisors approval is being requested for a Purchase Order with America's Best Delivery in an amount not-to-exceed \$7,500, for a total expenditure for Fiscal Year 2002/03 of \$27,500.

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Record of Action of the Board of Supervisors

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AMERICA'S BEST DELIVERY SYSTEM – PURCHASE ORDER**

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REVIEW BY OTHERS: This item has been reviewed by County Counsel (Michelle Blakemore, Deputy County Counsel) on April 28, 2003, and County Purchasing (Aurelio De La Torre, Director) on April 28, 2003, and HSS Administration (Beatriz Valdez, Administrative Analyst) on May 1, 2003.

FINANCIAL IMPACT: This purchase order is for an amount not-to-exceed \$7,500 for FY 2002/03. This amount is available in the Medical Center's FY 02/03 budget.

COST REDUCTION REVIEW: The County Administrative Office has reviewed this agenda item and recommends approval since this service is necessary for the health and safety of the Medical Center's patients. No additional local cost.

SUPERVISORIAL DISTRICT(S): All

PRESENTER: Mark H. Uffer, Director, Arrowhead Regional Medical Center, 580-6150

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